

**RFP-6-11**  
**ATTACHMENT A**

SF47895 (ELEC4-97)

**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PLAN**

An offeror is expected to submit in each response a Minority Business & Women's Enterprise Participation Plan in accordance with 25 IAC 5 and IC 4-13-16.5. In the Plan, the offeror must show that there are Indiana certified racial minorities and woman owned enterprises participating in the proposed contact. While the participation may be as a subcontractor, second tier participation with common suppliers (e.g., office suppliers, courier serves) is acceptable. Respondents must indicate the name of the Indiana certified racial minority owned firm(s) with which it will work; the contact name and phone number at the firm(s); the service supplied by the firm(s); and the specific dollar amount from this contact that will be directed toward each firm. If the goal for this solicitation cannot be directed toward Indiana certified racial minority or woman owned enterprises, the respondent may demonstrate that a minimum of an amount equal to the goal of overall annual proceeds) from all business) are directed to Indiana certified racial and woman owned enterprises. Please note: If the Trade is an overhead item for your entire business, please calculate the proportion of the business that will actually apply to the solicitation in question.

Failure to provide the Plan at the time of proposal submission may result in the disqualification and rejection of the offer. The Indiana Department of Administration reserves the right to verify all information included in the Minority and Women Business Enterprise Participation Plan before making final determination of the offeror's responsiveness and responsibility.

The offeror should demonstrate a good faith effort to meet the goal for example by working with the Minority and Women Business Development office of the Indiana Department of Administration to design a plan to meet the goal in an acceptable time period

**Minority & Women's Business Enterprise Participation**  
**Letter of Acknowledgement**

A signed letter(s), on company letterhead, from the minority and/or women owned business must accompany the Minority and Women's Enterprise participation plan. This letter(s) shall state and will serve as acknowledgement from the minority and/or women owned business of their level of participation in this solicitation. The State reserves the right to deny participation points if the letter(s) is not attached. The State reserves the right to deny participation points if the letter(s) is attached but is not on company letterhead, is not signed and/or does not reference and match the level of participation for this solicitation.

By submission of the offer, the offeror thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority Business Enterprise Program. Questions involving the regulations governing the Minority and Women Business Enterprise Participation Plan should be directed to the Compliance Manager of the Minority and Women's Business Enterprise Development office at 317/232-3061.

**MBE/WBE PARTICIPATION PLAN**

RFP # \_\_\_\_\_ DUE DATE \_\_\_\_\_  
RFP NAME \_\_\_\_\_  
OFFEROR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE( ) \_\_\_\_\_

The following Indiana certified minority and women owned firms will be participating in the RFP according to the following schedule:

<b><u>MBE/WBE</u></b>	<b><u>PHONE</u></b>	<b><u>COMPANY NAME</u></b>	<b><u>TRADE</u></b>	<b><u>AMOUNT</u></b>

Please indicate which firms are MBE and which are WBE

**\*If additional room is necessary, please attach a separate page**

**THIS DOCUMENT MUST BE INCLUDED IN YOUR PROPOSAL**